



**DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU
OPERATIONAL PROCEDURE**

Procedure:	PFB 6.1.200 PROCEDURE MANAGEMENT
Effective Date:	05/03/2021 Page 1 of 3
Revisions Date(s):	08/11/2021; 10/03/2022
Reference(s):	DOC 1.1.2; 2-15-112, MCA; 53-1-203, MCA; 53-30-302, MCA
Signature / Title:	/s/ Megan Coy, Community Corrections Facilities and Programs Bureau Chief

This procedure is referenced as ACCD 1.1.200 Policy Management System in Section 1.X. Standard Contract Terms; Policy and Procedures Changes and Reference List, in the following contracts: Alternatives, Inc., Butte Prerelease, Gallatin County Reentry Program, Helena Prerelease, Passages, Elkhorn, Nexus, and START.

This procedure is referenced as ACCD 1.1.200 Procedure Management System in Section 2.8 Services, Policy and Procedures Changes and Reference List, in the following contracts: Connections Corrections Program (CCP) and WATCH.

I. PURPOSE:

The Community Corrections Facilities and Programs Bureau will provide guidance by developing comprehensive operating procedures which outline and identify applicable policies, procedures, and requirements related to the duties and responsibilities of Bureau staff and contracted facilities/providers.

II. DEFINITIONS:

Effective Date – The original date of procedure/requirement implementation. A revision date supersedes the original effective date.

Community Corrections Facilities and Programs Bureau – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services. This Bureau is referenced interchangeably as Programs and Facilities Bureau (PFB) or Facilities and Programs Bureau (FPB) in procedures and forms.

Facility Operating Requirement – An internal management document developed at the FPB level that provides contract facility/provider staff with guidelines on how to implement contract requirements and/or a Department-required action or program.

Policy – For the purposes of this procedure, a Department, Montana Operations Manual (MOM), or other state agency policy.

Revision Date – The date a procedure/requirement was officially revised. The revision date indicates the effective date of changes in procedure/requirement. A revised procedure/requirement supersedes all previous versions.

Standard Operating Procedure – An internal management document developed at the Department, division, bureau, facility, or program level that provides staff with direction on how to implement a Department policy, required action, or program.

Procedure Manual – An electronic manual containing procedures or requirements that direct the operations of the FPB and its oversight of contract facilities/providers.

III. PROCEDURES:

A. GENERAL PROVISIONS FOR PROCEDURES AND REQUIREMENTS:

1. Procedures and facility requirements specifically address how operational aspects of the FPB and contracted facilities/providers are implemented. If a section of any procedure/requirement is found to be in conflict with policies, the Montana Code Annotated, or Administrative Rules of Montana, that portion of the procedure/requirement shall be considered null and void. The remaining sections shall be considered valid.
2. The Procedure Specialist will maintain the original signed copies of all procedures/requirements and maintain the current procedure manual and facility operating requirements on the Department's intranet website. All unrestricted procedures/requirements will be available on the Department's internet website.
3. Bureau procedures/requirements will be divided into chapters by topic; the title and numbering system will be consistent with Department policies; and the policies, statute, rule, or other authority will be referenced.
4. Restricted procedures/requirements: To ensure the safety and security of FPB and facility staff, some procedures/requirements may be designated as restricted from general distribution.
 - a. These must include "RD" in red print immediately following the procedure/requirement number;
 - b. At no time may offenders or the general public be given access to restricted procedures/requirements.
 - c. FPB will establish a list for the distribution of restricted procedures/requirements and further distribution will be on a need-to-know basis.
 - d. If printed, all pages must be clearly marked by watermark as restricted and retained in a secure location.
5. The FPB Chief or designee is responsible for ensuring reviews of procedures/requirements are completed in compliance with, or guided by, Department policy.
6. FPB and facility staff may request revision of a procedure, requirement, and/or form, and the request will be reviewed by the FPB Chief.

B. PROGRESSION OF NEW/REVISED SOP OR FACILITY OPERATING REQUIREMENT:

1. The proposed procedure/requirement is written utilizing the Department procedure format. Forms will contain the associated procedure/requirement reference number and effective/revision date at the bottom.
2. Revision of a procedure/requirement will result in it being reissued and reflecting the revision date. Revision of a form associated with a procedure/requirement will not necessitate reissuing the procedure/requirement. Any preceding procedure/requirement or form, related instruction, letter, directive, or memorandum covering the same content is thereby rescinded.
No form may be revised by a facility or provider without FPB authorization.

3. FPB will notify facility contractors whenever administrative rule changes or procedure/requirement changes have been proposed or considered which could affect the facility's financial operations or the intent of the contract between the Department and contractors.
4. The FPB Chief or designee determines which individuals will conduct a review of the proposed procedure/requirement and include FPB staff, Legal Services Office, contracted facility staff, and subject matter experts.
 - a. In most cases, these persons will have 20 business days to review the procedures/requirement and provide comment.
 - b. The proposed procedures/requirement may be distributed to other select staff for review and comment within the time period.
 - c. An extension of the review time may be granted by the FPB Chief or designee.
 - d. Additional reviews may be completed if significant changes to the proposed procedure/requirement are made during a prior review.
5. These proposals will be discussed, and appropriate changes to the contract may be negotiated prior to the implementation of the rule or procedure/requirement. Facility contractors will comply with rule and procedure/requirement changes.
6. When the review and editing process is completed, the final procedure/requirement is reviewed, signed, and distributed within 10 days by the FPB Chief or designee, unless circumstances require a delay in the distribution.
7. Rescission of any procedure/requirement or form shall be accomplished by use of *PFB 6.1.200 (B) Notice of Rescission*.

IV. CLOSING:

Questions regarding this procedure should be directed to the Community Corrections Facilities and Programs Bureau.

V. FORMS:

PFB 6.1.200 (B) Notice of Rescission